



Franklin County  
Department of Job & Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

## **J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Administrative Assistant 1  
(Non-Bargaining) **PCN:** 100121

**DEPARTMENT/LOCATION:** Northland Opportunity Center **P. R.:** N9

**REPORTS TO:** Assistant Director

**RESPONSIBILITIES:** Perform complex duties of an administrative nature that assists the Assistant Director in the day-to-day operations. Provide non-legal interpretation of policies & procedures. Receive and analyze complaints addressed to the Director's Office and monitor serious complaints relative to client related problems. Respond to client problem referrals and work towards resolution. Coordinate meeting space by reserving, confirming, and scheduling meeting rooms. Open and distribute mail for the executive area. Answer telephones and screens calls for the Assistant Director and Agency Director. Plan, develop and coordinate special project assignments. Provide administrative support for the Director's office, using Microsoft Office and other software applications. Serve as liaison between the various executive areas and relay decisions and directives to the Deputy Directors.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED with three (3) years of office administration or clerical experience; or any equivalent combination of training and experience.

**STARTING SALARY:** \$ 16.61 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Friday, May 8, 2015

**DEADLINE TO APPLY:** Thursday, May 14, 2015

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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